



# BIDDEFORD SCHOOL DEPARTMENT

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## LETTER OF AUTHORIZATION

October 15, 2016

To whom it may concern:

This is to advise you that we have secured the E-rate consulting services of The Education Consortium (ECTS) for the funding year 2017.

The Education Consortium and its staff members are authorized by us to be and act as the contact person on our E-rate applications and forms. They are authorized to represent us in all communications with the Schools and Libraries Division, our service providers, and others regarding all matters pertaining to our E-rate applications and flow of approved funds for the funding year including filing of our BEAR forms for reimbursement.

The Education Consortium represents us in E-rate application and funding matters only and is not performing any function with regard to technology planning, selection of services and purchases, bid review and selection, or any other matters apart from the E-rate application process.


We request that our service providers provide full cooperation to The Education Consortium as our authorized representative in all steps of the E-rate application process including the BEAR and SPI process to assure the flow to us of approved E-rate funding. Please provide them with copies of invoices, billing records, customer service records, contracts and service agreements, and any other information needed for the E-rate process.

Your assistance is greatly appreciated.

Sincerely,

  
\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Title